

ATTACHMENT C-3
Governor's Safe and Drug Free Schools and Communities Program

Quarterly Progress Report - Instructions

All programs must complete quarterly Progress Reports on the supplied Progress Report format (Attachment C-4: "Progress Toward Goals, Objectives and Outcomes"; and Attachment C-5: "Numbers Served" form).

Reports are due at the Office of Mental Health, Substance Abuse and Addiction Services and should be submitted to:

Faith Mills
Office of Mental Health, Substance Abuse and Addiction Services
Nebraska Health and Human Services
P.O. Box 98925
Lincoln, NE 68509-8925.

Progress Reports must be submitted by 5:00pm on the following dates:

- **February 15, 2005** – For the period December 1, 2004 to January 31, 2005
- **May 16, 2005** – For the period February 1, 2005 to April 30, 2005
- **August 15, 2005** – For the period May 1, 2005 to July 31, 2005
- **October 15, 2005** - For the period August 1, 2005 to September 30, 2005

Failure to demonstrate progress toward grant objectives or to submit reports in a timely manner could result in the suspension or termination of funding.

NOTE:
Additional guidance for completing the Quarterly Progress Report
is provided in Attachment C-6:
"Subgrantee Work Plan / Progress Report Guidance".